



Policy: 1190
Procedure: 1190.03
Chapter: Secure Facilities
Rule: Significant Incident Reporting

Effective: 02/01/2007
Replaces: 1190.03
Dated: 08/01/2001

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) employees notify supervisory and administrative personnel when significant incidents occur within their areas of responsibility. The Leadership members shall accept Significant Incident Reports (SIRs) from their respective areas and ensure distribution to the ADJC Director, Deputy Director, and pertinent Leadership members.

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Rules:

1. **Secure Facilities:**
 - a. **Reportable Events – Secure Facilities:**
 - i. **SECURE FACILITY EMPLOYEES** shall report the following significant incidents:
 - (1) Death of an employee while in the line of duty;
 - (2) Death of a Juvenile;
 - (3) Serious and life-threatening suicide attempts as defined in [Policy 4250 Suicide Prevention](#);
 - (4) Juvenile escapes and attempted escapes;
 - (5) Hostage situations;
 - (6) Medical emergencies requiring off-site treatment;
 - (7) Any assault that results in off-site medical treatment;
 - (8) Any assault involving a weapon;
 - (9) Structural fires;
 - (10) Emergency evacuation and/or movement of employees or juveniles due to:
 - (a) Fire;
 - (b) Sabotage;
 - (c) Bomb threat;
 - (d) Flooding; or
 - (e) Similar events.
 - (11) Major disturbances;
 - (12) Other disturbances such as:
 - (a) Juvenile protests;
 - (b) Employee protests;
 - (c) Work stoppages; or
 - (d) Sit-downs.
 - (13) Secure facility lockdown;
 - (14) Use of chemical agent;
 - (15) Use of full body restraints on a juvenile;
 - (16) Loss of any equipment posing a significant safety risk;
 - (17) Property damage in excess of \$1000.00;

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- (18) Any unusual incidents which may be newsworthy or politically important;
 - (19) Any unusual or significant incidents involving high-profile juveniles;
 - (20) Incidents resulting in significant disruption of an entire facility's normal operations;
 - (21) Any other incident as required by individual ADJC policies, procedures, or administrative memos;
 - (22) Other matters of importance as determined by a(n):
 - (a) Administrator;
 - (b) Assistant director; or
 - (c) Superintendent.
- b. **Reporting Process – Secure Facilities:**
- i. **SECURE FACILITY EMPLOYEES WHO DISCOVER A SIGNIFICANT INCIDENT** shall immediately notify Security Dispatch;
 - ii. The **SECURITY OFFICER IN CHARGE (OIC)** shall:
 - (1) Take immediate appropriate action in response to the situation;
 - (2) Contact the Facility Superintendent or designee as soon as practicable, but no later than 30 minutes from being notified of the incident;
 - iii. Upon notification of a significant incident, the **FACILITY SUPERINTENDENT or DESIGNEE** shall:
 - (1) Verify that the incident meets the criteria for a reportable SIR to be generated as outlined in Rule 1. a. i. above;
 - (2) If the incident does not meet the criteria for a Significant Incident, report the incident in accordance with Procedure 1190.01, Incident Reporting;
 - (3) Upon verification of an SIR, immediately and no later than 30 minutes from the time of notification, contact the Chief Administrator of Operations or designee and advise of all pertinent information to include:
 - (a) Facility;
 - (b) Incident type;
 - (c) Involved juvenile(s);
 - (d) Involved employee(s); and
 - (e) Current status/disposition.
 - iv. Upon notification of a significant incident, the **CHIEF ADMINISTRATOR OF OPERATIONS OR DESIGNEE** shall relay the information to the:
 - (1) Assistant Director of Programs and Institutions;
 - (2) Deputy Director; and
 - (3) Director.
 - v. When notified by the Facility Superintendent or designee the **OIC OR DESIGNEE** shall:
 - (1) Enter the SIR into Youthbase (YB) as soon as practicable, but no later than one hour after receiving verification from the Facility Superintendent or Designee;
 - (2) Ensure the SIR includes at minimum:
 - (a) Facility (Location);
 - (b) Event type;
 - (c) Report Date;
 - (d) Incident Date;
 - (e) Incident Category;
 - (f) Involved juvenile(s);
 - (g) Involved employee(s); and
 - (h) Current disposition (narrative).
 - (3) Save and accept the YB report, thereby generating automatic distribution and notifications from YB;
 - (4) As soon as practicable, input into Youthbase all supplement reports to include:
 - (a) Current status/disposition of the incident;

- (b) Supporting documentation/reports; and
- (c) Photographs.

2. **Community Corrections:**

a. **Reportable Events – Community Corrections:**

- i. **COMMUNITY CORRECTIONS EMPLOYEES** shall report the following significant incidents:
 - (1) Death of an employee while in the line of duty;
 - (2) Death of a juvenile;
 - (3) Serious and life-threatening Suicide attempts as defined in [Policy 4250 Suicide Prevention](#);
 - (4) Hostage situations involving ADJC employees or juveniles;
 - (5) Medical emergencies at community-contracted placements;
 - (6) Any assault that results in serious injury or requires medical treatment;
 - (7) Major disturbances at community contract placements;
 - (8) Incidents in community-contracted placements including:
 - (a) Property damage in excess of \$1000.00;
 - (b) Structural fires;
 - (c) Emergency evacuation or movement of employees or juveniles; and
 - (d) Bomb threats.
 - (9) Serious felony charges filed on any ADJC Community Corrections supervised juvenile;
 - (10) Any unusual incidents which may be newsworthy or politically important;
 - (11) Any unusual or significant incidents involving high-profile juveniles;
 - (12) Other matters of importance as determined by a:
 - (a) Parole administrator;
 - (b) Parole supervisor; or
 - (c) Program administrator.
 - (13) Any other incident as required by individual ADJC policies, procedures, or administrative memos.

b. **Reporting Process – Community Corrections:**

- i. **COMMUNITY CORRECTIONS EMPLOYEES** who discover a significant incident shall:
 - (1) Take immediate appropriate action as necessary; and
 - (2) Immediately notify:
 - (a) Their supervisor if during business hours; or
 - (b) The Supervisor On Duty if outside of business hours.
- ii. The **SUPERVISOR OR SUPERVISOR ON DUTY** shall:
 - (1) Take immediate appropriate action in response to the situation; and
 - (2) Within 30 minutes, notify the Community Corrections Program Administrator of all pertinent information to include:
 - (a) Location;
 - (b) Incident type;
 - (c) Involved juvenile(s);
 - (d) Involved employee(s)/ contract providers; and
 - (e) Current disposition.
- iii. Upon notification of a significant incident, the **COMMUNITY CORRECTIONS PROGRAM ADMINISTRATOR** shall:
 - (1) Determine the need for an SIR to be generated;
 - (2) If granting approval for an SIR, relay the information to the:
 - (a) Deputy Director; and
 - (b) Director.
- iv. If granted approval to generate an SIR, the **SUPERVISOR OR SUPERVISOR ON DUTY** shall:

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- (1) Enter the SIR into Youthbase (YB) as soon as practicable, but not later than two hours after approval from the Community Corrections Program Administrator;
- (2) Ensure the SIR includes at minimum:
 - (a) Facility (Location);
 - (b) Event type;
 - (c) Report Date;
 - (d) Incident Date;
 - (e) Incident Category;
 - (f) Involved juvenile(s);
 - (g) Involved employee(s)/ contract providers; and
 - (h) Current disposition (narrative).
- (3) Save and accept the YB report, thereby generating automatic distribution and notifications from YB;
- (4) If unable to access YB within two hours of approval from the Community Corrections Program Administrator, contact Adobe Mountain School Dispatch and request the SIR be entered from there; and
- (5) As soon as practicable, input into Youthbase all supplement reports to include:
 - (a) Current status/disposition of the incident;
 - (b) Supporting documentation/reports; and
 - (c) Photographs.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
02/01/2007	Kellie M. Warren		